## Submit your Section 106 Application in 3 easy steps!



Required steps for submitting your Section 106 Review Application:

## 1. COMPLETE

Completely fill out the current Michigan State Historic Preservation Office <u>Application for Section 106 Review</u>. Be certain to follow the detailed <u>Application Instructions</u>, effective 8/27/2020. Note that older versions of the Application Form pre-dating 8/27/2020 will not be accepted after January 1, 2021. Be sure you submit the correct form!

## 2. PREPARE

Prepare required supplemental materials, such as maps, photographs, plans and specifications, Inventory Forms, Section 106 Property Identification Table, etc.

## 3. SUBMIT

Complete Application packets may be submitted in one of two ways:

- By electronic submission: **Fill out** the online <u>Request for Consultation</u>. All fields must be complete. Note that there is a 30mb limit on the total of all submitted materials. **Combine** all materials into a single digital file, or two files (Application + All supplemental materials), if possible, which will enable the most efficient processing of your application. **Attach** Application document and all supplemental materials.
- By paper submission: Completed Application with supplemental materials can be mailed to or dropped off at Michigan State Historic Preservation Office Cultural Resources Management Section 300 North Washington Square Lansing, MI 48913



Incomplete submissions will be returned unreviewed for resubmittal.

**NOTE**: Single Family Housing Lead Remediation and Rehabilitation Projects that are submitted using the Housing Rehabilitation Inventory Card and the Section 106 Consultation Historic Significance Response Sheet must continue to be submitted in hard copy by U.S. Mail at this time.

Submittal questions? Contact

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Return to www.michigan.gov/shposection106.